



Position Announcement Director of Community Engagement

ABOUT RIVERKEEPER: New York's clean water advocate, Riverkeeper is a non-profit organization based in Ossining, NY. For fifty years Riverkeeper has used investigation, law, science, education, service projects and advocacy to work to restore the ecological and commercial integrity of the Hudson River and protect the drinking water supply for 9 million New Yorkers.

ABOUT THE COMMUNITY ENGAGEMENT PROGRAM: Riverkeeper works with volunteers to reinforce our mission and broaden the base of supporters who promote our work. We expand Riverkeeper's program capabilities by organizing volunteer projects, strengthening initiatives like citizen science and pollution monitoring, educating the public, developing strategic partnerships with individuals, businesses and organizations, and promoting advocacy opportunities among New York City and Hudson Valley residents. In the past five years the Outreach and Volunteer Programs team has grown from one to three full-time staff members, with the Director of Community Engagement overseeing the Advocacy and Volunteer Coordinator and the Outreach Fellow. In 2015, 2,300 volunteers dedicated nearly 12,000 hours of service to Riverkeeper with the Riverkeeper Sweep as the program's signature event. The new Director will need to strategize a vision for the Sweep over the next five years and build on the momentum of the Community Engagement team, a core Riverkeeper program.

REQUIREMENTS:

All candidates must:

- Have a strong commitment to Riverkeeper's mission and goals and possess a general familiarity with the broad range of topics/issues we cover and non-profit environmental organizations;
- Have excellent writing, public speaking and inter-personal communication skills and be friendly and engaging;
- Be entrepreneurial and creative, with exceptional organization skills, initiative, attention to detail and the ability to drive forward multiple initiatives, prioritize and delegate tasks;
- Have the ability to establish and maintain effective working relationships with other departments, volunteers, members of the public and partner organizations;

- Have excellent management skills in order to activate the team as well as the partners and volunteers we work with;
- Be able to maintain flexibility in work schedule to cover evening and weekend outreach events, public presentations, community meetings, etc.;
- Be a systems thinker in order to “connect the dots” and tie together internal and external initiatives;
- Be passionate about Hudson River issues, personable, charismatic and good humored with a strong relational leadership style; and,
- Have 7-10 years of professional experience.
- Having familiarity with the region where we work and experience using constituent databases to maximize program growth are a plus.
- All candidates will be asked to demonstrate their experience with and/or commitment to engaging diverse individuals and communities.

COMPENSATION & BENEFITS:

Competitive and commensurate with experience.

APPLICATION DEADLINE:

April 25, 2016

APPLICATION PROCEDURE

Please submit your resume and cover letter to our Chief of Staff, Deborah Brown, at DBrown@riverkeeper.org. Please write Director of Community Engagement in the subject line. Phone calls will not be accepted.

*Riverkeeper is an AA/EEO employer.
Women, people of color and LGBTQ candidates are strongly encouraged to apply.*

Riverkeeper, Inc.
Position Announcement
Director of Community Engagement

Title: Director of Community Engagement

Program: Riverkeeper Community Engagement

Reporting Relationships:

- Reports to: President & Hudson Riverkeeper
- Supervises: Advocacy and Volunteer Coordinator, Outreach Fellow, interns and volunteers
- Coordinates with: All Riverkeeper programs and campaigns

Geographic Work Area: Hudson River Estuary Watershed and New York City Drinking Water watersheds (West and East of Hudson)

Tasks

Strategic Program Development and Execution

- Collaboratively set outreach program goals to meet needs for geographic focus or expansion, advocacy needs to support program staff on achieving core work and campaign goals, strategic partnership development to support membership growth and outreach event planning to grow our network.
- Set and strategize implementation of volunteer program goals to ensure that we retain existing volunteers, move volunteers up the leadership ladder, make our volunteer opportunities more accessible to diverse audiences, develop training opportunities for volunteers, and develop volunteer recognition and appreciation opportunities.
- Fluidly strategize initiatives, partnership-building and events to achieve volunteer, advocacy, outreach or program goals with Development, Communications, Membership or the program teams, such as a strategy for constituency development in the Catskills and Upper Hudson regions (40% of our work is planned, 60% is to support other internal program as well as communications and development goals as they come up).
- Represent Riverkeeper to members of the public at events, public meetings and in small group settings.
- Develop and maintain relationships utilizing sound stakeholder management principles.

Riverkeeper Sweep

- Plan, coordinate and execute Riverkeeper's biggest public event, the annual Riverkeeper Sweep, a day of service for the Hudson and its tributaries which brings together thousands of volunteers and 150 partners to remove trash from over 100 shoreline locations.
- Recruit and train Sweep Leaders, collaborate with leaders to coordinate project details, oversee the development of volunteer registration, develop a strategy for event promotion, recruit individual volunteers and groups to participate at each project, develop new partnerships, support sponsorship cultivation and stewardship.
- Develop opportunities to further its companion campaign "Riverkeeper Sweep and Beyond: Working Toward a Trash-Free Hudson" throughout the year.

Team Management

- Regular Community Engagement meetings to determine priorities, set goals and foster team cohesiveness.
- Regular one-on-one management meetings with direct-reports to support their initiatives and delegate program tasks. Note that the team collaborates fully on many projects; however, some projects require team-members to work independently.
- Weekly Manager's and Case Intake meetings with Riverkeeper's leadership team to keep a pulse on organizational priorities, to help team prioritize needs to support various organizational initiatives.
- Annual formal performance evaluation process and regular informal evaluation.
- Annual work plan for program, self and direct reports.
- Quarterly board reports and occasional presentations at Board, Advisory Board and Junior Council meetings.

Administrative

- Develop best practices to maximize benefits of new Raiser's Edge database with volunteer module that will allow our program to develop volunteer postings, track volunteer support and report metrics with much ease of use, allowing us to work more effectively and consistently with our volunteers.
- Work with the Development team to strategize development of grant proposals, and track and report metrics on grant deliverables. Support corporate sponsorship pitches and employee engagement fundraising opportunities.
- Ensure that SOP's are developed and maintained for current job practices and update appropriately.
- Responsible for development of Community Engagement program budget.